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ADMINISTRATIVE - INTERNAL USE ONLY

21 January 1975

MEMORANDUM FOR: All Unit Chiefs

SUBJECT : Orientation of New Employees

STATINTL

1. During the Unit Chief's Conference at [] it was decided that we should develop a new orientation program for employees entering on duty with OTR for the first time. The Director of Training has approved the following such program: Each Unit Chief will prepare a short (5 to 10 minute) description of the organization and functions of his activity which will be put on video tape. These tapes will be shown to all new employees by the Personnel Branch as a part of the check-in procedure. Within about a week after check-in these employees will be scheduled for personal introductions to the DTR, DDTR, and Unit Chiefs.

2. This program has been discussed with [] who is ready to proceed with the taping at any time. Please call him on x2031 to arrange for your initial taping session.

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[]
Chief, Services and Registration Staff
Office of Training

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